

1 INTRODUCTION

1.1 Purpose of the CT Study Instruction Manual

The purpose of this instruction manual is to help you complete original and revised CT studies for your treatment plant using the CT Template.

1.2 What Systems Can Use the New Automated CT Study Template?

The Template is primarily intended for small and medium size treatment plants. The template is designed for treatment plants with no more than 10 disinfection zones, each zone consisting of no more than 10 treatment units. If your plant does not meet these requirements, your CT study will need to be completed manually.

1.3 How Is This Instruction Manual Organized?

Table 1-1 gives a summary of the chapters in this manual and what they cover.

Table 1-1: CT Study Template Guidance Manual Chapters

Chapter	Topics
1	Introduction This chapter describes who is eligible to use the new Template and discusses how to use this guidance manual.
2	CT Studies and the CT Study Approval Letter This chapter details the concepts used in the preparation of a CT Study and the subsequent approval process. A firm understanding of the background presented here is critical to the preparation of an accurate CT Study.
3	Describing Your Treatment Plant This chapter presents the guidelines you will use follow in writing a narrative description and preparing a plant schematic.
4	Describing Your Disinfection Zones This chapter takes you through the steps involved with customizing the Template to accurately reflect the number of disinfection zones and treatment units in your treatment plant. This chapter outlines the information you must enter to characterize your disinfection process.
5	Evaluating Your Disinfection Protocol Chapter 5 describes the Calculator worksheet of the CT Study Template and the information you must provide to determine whether your disinfection process provides adequate disinfection.
6	Submitting Your CT Study Report This chapter presents the steps involved with submitting your complete CT Study Report to the TCEQ.

How To Write An Effective Instruction Manual

DP Hallahan



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